



# Records Management Mobile Application

## Now Available for Download to Apple iOS and Google Android Mobile Devices!

An official US Navy mobile application, produced by the Navy PMW 240 Program

### What is the Navy Records Management Application?

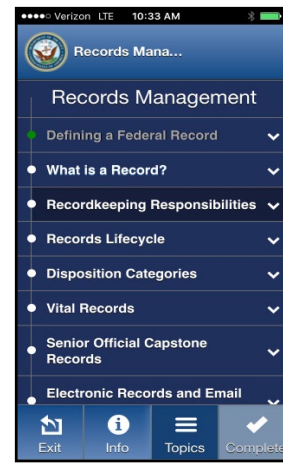
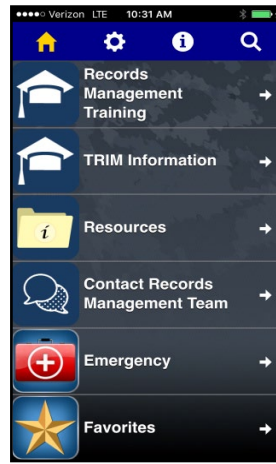
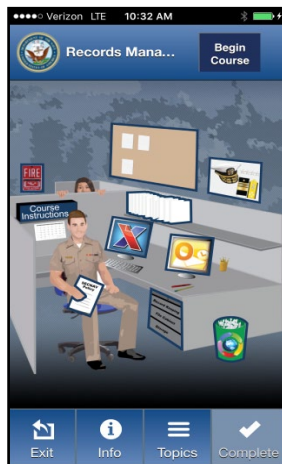
The Department of Navy (DON) Records Management app is the mobile version of the DON Records Management training course available via NKO. This mandatory annual training provides personnel with Records Management guidelines and best practices according to Federal regulations. The training helps users understand general recordkeeping methods and their own duties regarding the records they are responsible for maintaining. It also educates users on eliminating hardcopy records in favor of electronic records.

All DON personnel are responsible for maintaining the records they have created. Legally, a record is defined as all recorded information, regardless of form or characteristics, made or received by a Federal agency in connection with the transaction of public business and preserved (or appropriate for preservation) by that agency as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the U.S. Government. Examples of records include final original documents, official correspondence and memoranda, senior official emails, signed policy records, personnel case files, and legal and financial records, among other items.

Records Management involves planning, controlling, directing, organizing, training, promoting, and other activities associated with records creation, maintenance, use, and disposition. Successful Records Management achieves adequate and proper documentation of the policies and transactions of the Federal Government and effective, economical management of agency operations.

This app will help you understand the records lifecycle, dispositions, vital records, electronic records, senior records and related information. In particular, the app will help you understand your own responsibilities regarding Records Management, including:

- ✓ Ensuring you know your agency's policies and procedures regarding Records Management,
- ✓ Reviewing your office's file plan and determining materials you are responsible for maintaining,
- ✓ Following the retention and disposition guidance specified in the records schedule,
- ✓ Informing your Records Manager of any discrepancies or needed updates to the file plan, and
- ✓ Understanding that you can be held liable if a record is not properly managed.



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